

Student General Rules and Guidelines

A positive and successful learning environment provides opportunities for all students to successfully complete their educational goals while developing life skills necessary to enrich and support themselves, their families, and their community as global citizens. The College recognizes the value and importance of a safe and orderly learning environment that encourages honesty, integrity, and ethical conduct conducive to academic success, personal growth, and responsible social behavior.

The Student General Rules and Guidelines and Student Code of Conduct ensure the protection of student rights and the health and safety of the College community, as well as to aid in the efficient operation of College programs; and apply from the time of admission and continue as long as the student remains enrolled at the College. They will also be applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Office of Student Compliance is an integral part of the positive educational environment at Lansing Community College (LCC), and is responsible for upholding the Student General Rules and Guidelines and Student Code of Conduct. We support the Mission of the College by responding to and resolving situations in which the behavioral choices of students are negatively impacting other students, including themselves.

Access to College Buildings

Access to College buildings after normal hours of operation is restricted except when the Student has a legitimate purpose and written authorization by a Dean or Executive Leadership Team member. All written authorizations must include information on the specific room or lab that the student is allowed to be in, the date, and the approximate times the student will continue to be on campus. Students found in buildings after hours without proper authorization may be subject to the Student Code of Conduct, as well as prosecuted for criminal trespass.

Access to some areas of College buildings are restricted even when a building is open for normal operation. These areas may include, but are not limited to mechanical rooms, communication closets, storage areas, construction areas, or classrooms or labs that are closed. Any student found in a restricted area without authorization may be subject to the Student Code of Conduct, as well as prosecuted for criminal trespass.

Course Participation

Students are expected to participate in all sessions of each course in which they are enrolled. Failure to participate for any reason, including illness, or other extenuating circumstances, in no way relieves the student of the responsibility for completing all work in the course to the satisfaction of the instructor in charge.

When a student cannot attend class due to illness or other extenuating circumstances, it is the responsibility of the student to contact the instructor immediately regarding the absence and discuss any required assignments.

LCC is not an attendance taking institution, but has a Course Participation Verification Process to determine and confirm that each student starts each course within the semester. During the first two weeks of each course, all course instructors are required to determine if the student has participated in an academically related activity, and report that information to Financial Aid and the Registrar. This is often referred to as 'enrollment verification'.

Cell Phones

The use of cell phones during class will be at the discretion of the instructor. Audio or visual recording in restrooms and locker rooms is prohibited. Failure to follow cell phone guidelines as outlined by the instructor may result in a violation of the Student Code of Conduct.

Children on Campus

Children under the age of 16 must be accompanied by a parent or guardian at all times while on campus. Exceptions are made only for enrolled students whose parent or guardian has signed a written release of responsibility. The learning environment of classrooms and labs must remain free of distractions for students. Children must remain out of these areas. Children enrolled in LCC classes requiring access to labs and classrooms where there is equipment and/or supplies that might prove dangerous will need to provide a signed release form from their parent or guardian.

Classroom and Laboratory Visitation

LCC will maintain a safe and effective learning and work environment for all individuals. Consequently, visitors must be appropriately authorized. A classroom or laboratory visitor is any person who is not officially enrolled for a particular course. Authorized visitors may include, but are not limited to, people assigned to assist students identified by the Center for Student Access, guest speakers, and/or a prospective student wishing to attend the College. Appropriate consideration should be given to issues of safety, resources, fairness, and/or disruption before allowing such visits.

Contracts

Students shall not enter into any contract in the name of the College except with prior written authorization from College officials vested with the authority to sign a contract on behalf of the College.

Discrimination and Harassment

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's

status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Lori Willett, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1870; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261. See the [Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct policy](#)

(https://www.lcc.edu/about/board-of-trustees/documents/policies/4-human-resources/4-012_prohibited-sex-or-gender-based-discrimination-harassment-and-sexual-misconduct.pdf)

Dress

Students are expected to dress in an appropriate manner. Students should dress keeping in mind the activity in which they are engaged in while on College property, when attending College-sponsored events, or while pursuing an academic program. Some examples of appropriate dress may include, but are not limited to: footwear, safety glasses, safety hats, shields and aprons (when required for the health and safety of the individual student or other members of the College community), and as outlined in a course syllabus or program handbook.

Drugs and Alcohol

Lansing Community College complies with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act. All College employees, students, volunteers, guests, contractors, and visitors are expected to be free of illegal drugs or alcohol while on or using the College property.

All students are expected to abide by the Student Code of Conduct. Accordingly, the following conduct and behaviors are strictly prohibited on College property, at College sponsored events, and while pursuing an academic program:

1. Use, possession, purchase, sale, dispensation, distribution, or manufacture of any substance, as defined in the Drug and Alcohol Policy
2. Being impaired by any substance as defined in the Drug and Alcohol Policy
3. Use, possession, purchase, sale, dispensation, or distribution of drug paraphernalia

See the [Drug and Alcohol Policy](#) for details (<https://lcc.edu/about/board-of->

[trustees/documents/policies/4-human-resources/4-003_drug-and-alcohol.pdf](https://www.lcc.edu/trustees/documents/policies/4-human-resources/4-003_drug-and-alcohol.pdf))

The College offers educational programs, resources, and referral services to employees and students aimed at preventing substance abuse, alcohol abuse, and assisting in rehabilitation. Interested students should contact the Center for Student Support. All inquiries are confidential.

The College has a Drug and Alcohol Prevention Program (DAAPP) that is distributed annually to all employees and students and ongoing to all new employees and students. The DAAPP includes descriptions of drug and alcohol awareness programs; descriptions of health risks associated with the abuse of drugs or alcohol; provides information about available counseling or rehabilitation assistance; and specifies disciplinary sanctions imposed for violations of College policy, the Student Code of Conduct, and federal, state and local laws. See the [DAAPP](https://www.lcc.edu/campuslife/documents/daapp.pdf) for details (<https://www.lcc.edu/campuslife/documents/daapp.pdf>)

Examinations

Students are required to take examinations at the appointed time and place in order to receive credit for a course. Generally, examinations are given during the regularly scheduled class period during the last week of the semester. Students should direct questions regarding the date and time of their examinations to their individual instructors.

Examinations taken at LCC Testing Service locations, including those taken through an approved off-campus proctor, are subject to the Testing Services Guidelines as well as the Student Code of Conduct and General Rules and Guidelines.

Field Trips and College Sponsored Events/Activities

Organizations and individual students participating in College-sponsored activities, including field trips and athletic events, must abide by all College policies and procedures. Registered Student Organization (RSO) field trips must be planned, organized, and approved according to the Student Life Policies and Procedures for Student Organizations; and, where applicable regarding transportation, Auxiliary Services - Fleet Operations. Registered Student Organizations and students who violate policies or procedures may be subject to sanctions listed in the Student Code of Conduct.

Financial Responsibility

Students shall remain current on their financial obligations to the College. Students owing money to the College in respect to such matters as tuition, fees, loans, library fines, driving or parking penalties, etc., will have a hold placed on their student record preventing the processing of official transcripts and registration for a future semester until such accounts are paid in full or addressed through a payment plan agreed upon by the College.

In addition, students must review, update, and accept the Financial Responsibility

Agreement each semester of enrollment by logging into [MyLCC](#) and selecting Banner, then Student, and "Financial Responsibility Agreement." Doing so will automatically release the financial responsibility agreement hold allowing for registration in courses.

Games and Recreational Activities

Outdoor Games and other physical recreational activities may only be played in the recreational or athletic facilities which have been designated for such games. Applications for permission to play such games other than in an area designated for that purpose must be obtained from Conference Services when the activity is not connected to a class or as part of a College sponsored activity.

Guest Speakers

In situations involving guest speakers, the College requires orderly conduct, noninterference with College functions or activities, and identification of the sponsoring groups or individuals. Under no circumstances are members of the College community to be forced to be involuntary audiences.

Health Concerns

Some courses may require students to complete federal, state, and College regulatory training and testing as mandated by law. Students must comply with regulations and laws at LCC and at any off-campus site(s) where they are assigned.

Additionally, some courses may require students to work with chemicals and/or equipment which may be hazardous to some students, such as those with certain medical conditions. LCC takes appropriate actions to protect the health and safety of students in the classroom. Students with health concerns are strongly encouraged to contact the Center for Student Access to request reasonable accommodations prior to enrolling in courses that involve hazardous materials and equipment. The Center for Student Access maintains health information of students in a confidential manner.

Identification Cards

All LCC students are eligible for a college identification card, the 'StarCard', provided they meet the requirements for issuance. Failure to provide proper information or identification as required may result in the student not being able to receive an LCC StarCard.

Identification cards remain the exclusive property of LCC and must be presented when requested by a College official. Refusal to do so may result in a possible Student Code of Conduct violation. Students are required to present their identification card when checking out materials at the College library, utilizing College computer lab(s), or when using other College services or facilities. Being issued a StarCard is a privilege and not a right. Misuse of the StarCard to obtain privileges to which the student or others are not entitled under existing regulations may result in a possible Student Code of Conduct violation.

Language

Students must remember that LCC is an institution of higher education. Respect for the classroom environment as well as for other students and staff in general is an essential part of the learning experience. Profanity and racial slurs in the classroom and in student service areas will not be tolerated. Any violation of this provision may result in a Student Code of Conduct violation.

LCC Email Account

Students are responsible for checking their LCC assigned student email accounts on a regular basis. Official notifications and information are routinely sent to student email accounts. Students who use other email accounts should make sure they are monitoring their LCC email accounts as well.

Pets and Service Animals

For the protection, health and safety of the members of the College community and to preserve order on College property, students are not permitted to bring pets on College property. This provision excludes properly documented service animals or animals designated for laboratory experimentation purposes.

Students are not required to register a service animal with the College, although it is strongly recommend. Students who choose to register a service animal will meet with a Center for Student Access team member to review the policy and specific student needs. Students with service animals must follow the guidelines outlined in the [Service Animal Policy](https://www.lcc.edu/services/access/policy-law/service-animals.html) (<https://www.lcc.edu/services/access/policy-law/service-animals.html>). If the guidelines are not followed, students may be subject to sanctions under the Student Code of Conduct.

Records

It is the responsibility of the student to give honest and complete responses to all questions included in the College admission application and in other forms and documents requested or required by the College. Alteration, duplication, or falsification of a College document, form, or authorized signature is considered to be an extremely serious offense and is subject to disciplinary action under the Student Code of Conduct.

Registered Student Organizations (RSO)

No student or Registered Student Organization may use campus facilities, solicit funds, business, or support on the College campus unless such a student or Registered Student Organization has been authorized by the Director of Student Life. Approval of College clubs and organizations must be in accordance with guidelines documented in the Student Life Office.

Smoking

The use of smoking, vaping, and tobacco products - including, but not limited to cigarettes, cigars, pipes, smokeless tobacco, vaporizing/vapor producing devices, and e-cigarettes - is prohibited on all College property including owned, rented, leased, under the control of the College, or in College owned or rented vehicles. Students

who violate this policy may be subject to the sanctions listed in the Student Code of Conduct.

Student Code of Conduct

In addition to being familiar with the Student General Rules and Guidelines, all students are responsible for knowledge of and adherence to, the [Student Code of Conduct](https://www.lcc.edu/academics/documents/pdf-policies/student-code-of-conduct.pdf) (<https://www.lcc.edu/academics/documents/pdf-policies/student-code-of-conduct.pdf>)

Technology Resources - Acceptable Use

The LCC Acceptable Use Policy describes guidelines for the use of the College's technology resources and use of College wide data. Use of College-owned technology resources is a privilege extended by the College to students as a tool to promote the mission of the College and to enhance technological/computer literacy. College computer labs and devices/equipment for checkout from the Library and Information Technology Services are available on campus for students to complete their course work. Students are expected to follow the rules for any lab or the department which houses the computer they use. Students must possess a current College StarCard to access computer labs.

This policy applies to all users of College technology resources and data, including those using the College's network via a personally owned device. Violations of this policy may result in loss of computer privileges and/or disciplinary action under the Student Code of Conduct. In addition, the user may face both civil and criminal liability from the College, from law enforcement officials or from individuals whose rights are harmed by the violation. See the policy for details [LCC Acceptable Use Policy](https://www.lcc.edu/about/board-of-trustees/documents/policies/6-administration-and-facilities/6-001_acceptable-use.pdf) (https://www.lcc.edu/about/board-of-trustees/documents/policies/6-administration-and-facilities/6-001_acceptable-use.pdf)

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